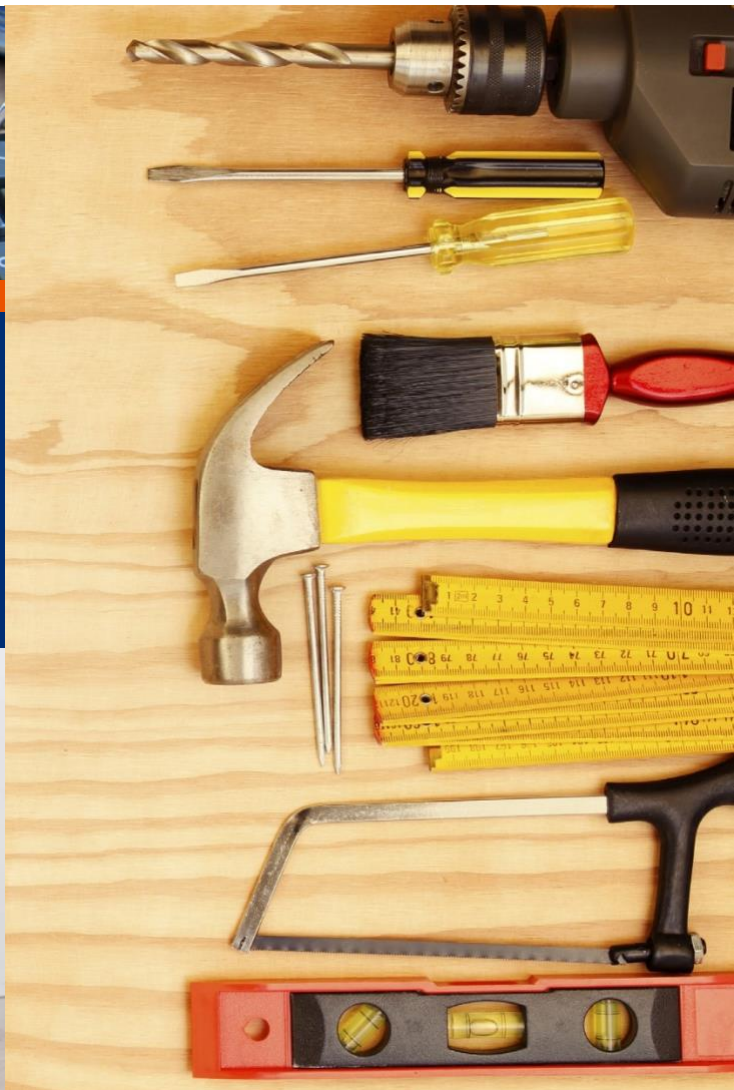


# New York State eMarketplace



## A Guide for Statewide Financial System Users



Office of  
General Services

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# 1. Getting Started

## 1.1 What is the eMarketplace?

The NYS eMarketplace is a procurement website administered by the Office of General Services and hosted by Proactis. With the ability to accept P-Cards and transmit purchase orders electronically, the NYS eMarketplace makes purchasing from Preferred Sources and OGS Centralized Contracts more streamlined and efficient.

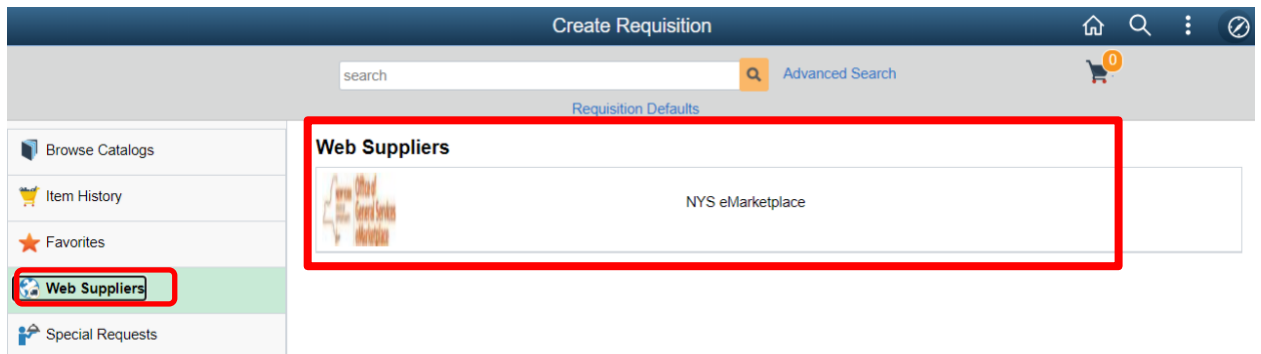
## 1.2 How to Use This Guide

This guide provides information on how to navigate and use the eMarketplace. It is designed for Buyers/Requisitioners accessing the eMarketplace from within the Statewide Financial System (SFS).

This guide should be used in addition to any job aids or trainings provided by the Statewide Financial System (SFS), the Office of the State Comptroller (OSC), or the Business Services Center (BSC).

## 1.3 Getting to the eMarketplace

From the SFS Create Requisition screen, navigate to **NYS eMarketplace** under **Web Suppliers**.



# 2. Featured Groups and Search Manager

There are two ways to start searching for commodities in the eMarketplace. **Featured Groups** allows you to browse by award description. The **Search Manager** returns products from any award that meet your search criteria.

## 2.1 Featured Groups

If you already know what contract you are interested in purchasing from, click on the award description under **Featured Groups**. Click on **More featured groups** to view all awards available on the eMarketplace.

### Search Catalogs

The screenshot shows the top navigation bar of the eMarketplace. On the left is the New York State of Opportunity logo. To its right is the text "Office of General Services eMarketplace". Further right are links for "Search", "Cart", "Quick Entry", and "Shopping Lists". Below this is a search bar with a magnifying glass icon, followed by "Search", "View All Catalogs", and a link to "Advanced Search". The "Featured Groups" section displays a grid of ten categories, each with an icon and a link: "Automated External Defibrillators (AED) and Related Accessories", "Audio Visual Equipment and Accessories", "Basic Chemicals and Basic Biological Materials", "Basic Laboratory Supplies and Equipment", "Basic Medical Supplies and Equipment", "Environmentally Preferable Cleaning Products", "Industrial and Commercial Supplies", "Miscellaneous Office Supplies", "Outdoor Furniture", and "Preferred Source". A red box highlights the "More featured groups" link at the bottom right of the featured groups section.

Clicking on a contract award description will display all items from all suppliers on that award. You can sort and filter the results as needed.

## 2.2 Search Manager

In **Search Manager**, use the **Search Box** to look up items by name/description, product ID number, manufacturer, contract number, supplier, UNSPSC, etc.

The screenshot shows the search bar in the Search Manager section. It includes a search input field with a magnifying glass icon, followed by "Search", "View All Catalogs", and a link to "Advanced Search".

For example, doing a search for the brand name “Rendezvous” returns Rendezvous brand safety glasses.

## 2.3 Search Results

The **Search Manager** includes a **Sort by** dropdown in the top right corner, as well as a **Filters Pane** on the left to narrow down search results.

The screenshot shows the Search Manager interface with the search term "rendezvous". The filters pane on the left is highlighted with a red box, showing categories like Supplier, Manufacturer, Groups, Price Range, and Recommendation Level. The sort by dropdown in the top right is also highlighted with a red box, showing "Relevance". The main table displays three results for "Rendezvous® Eye Protection" with various lens types (Amber, Blue Mirror, Clear). Each result includes a product image, NYSID, Product ID, Manufacturer Name, Manufacturer PN, and a price per dozen.

Item Description	Lead Time	Order quantity	Price/PU	Buy
Rendezvous® Eye Protection, Amber Lens NYSID: A1517-AMBR-000 Product ID: A1517-AMBR-000 Manufacturer Name: Pyramex Manufacturer PN: SB2830S	4	1.00 dozen	45.02 USD	Add to cart
Rendezvous® Eye Protection, Blue Mirror Lens NYSID: A1517-BLMR-000 Product ID: A1517-BLMR-000 Manufacturer Name: Pyramex Manufacturer PN: SB2875S	4	1.00 dozen	46.64 USD	Add to cart
Rendezvous® Eye Protection, Clear Lens with Anti-Fog Coating NYSID: A1517-CLER-ATF Product ID: A1517-CLER-ATF Manufacturer Name: Pyramex	4	1.00 dozen	47.64 USD	Add to cart

Items in the **Search Results** include information such as images, manufacturer, product number, and unit of measure.

## 2.4 Attribute Icons

The following is a list of all icons that may be associated with products in the NYS eMarketplace. These icons are assigned to the products by the supplier.



GreenNY\*\*\*



Recycled\*\*



Green\*



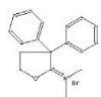
Minority and Woman Owned Business Enterprise



Biohazard



Corrosive



Chemical



Identifying Kit Products



Free Shipping



Additional Shipping Info Available



Shipping (Freight) Charges



Preferred Source



Service-Disabled Veteran-Owned Business



Environmental Danger



Explosive



Flammable



Harmful



Oxidizing



Radiation



Hazmat

\*\*\* The *GreenNY* icon is used to identify products that meet an Executive Order 4 (EO4) specification for environmentally preferable products. For a full list of EO4 specifications visit <https://ogs.ny.gov/greenny/>.

\*\* The *Recycled* icon is used by suppliers to identify products with recycled content.

\* The *Green* icon is used by suppliers to identify and market their products. This icon does not indicate compliance with specifications developed under Executive Order 4.



## 2.5 Filters



The Filters Pane is a vertical sidebar on the left side of the search interface. It contains several sections with expandable/collapsible headers:

- Supplier**: Lists "Noreast Property Manag... (6)", "Potters Industries, LLC (6)", and "The Sherwin-Williams C... (6)".
- Manufacturer**: Lists "Potters Industries, LLC (6)" and "The Sherwin-Williams C... (12)".
- Groups**: Shows "OGS Centralized Contracts" with a close button (X). Below it is a detailed group: "Traffic Paint, Waterborne (Lead Free) and Glass Spheres for Reflectorized Pavement Marking (18)" with a close button (X).
- Price Range**: Includes input fields for "from:" and "to:" followed by a green double arrow button (»).
- Attributes**: Features a dropdown menu currently set to "NYS Supplier Assignment".

The **Filters Pane**, found on the left, allows you to narrow search results by various categories. For example, you can choose to view items by award, supplier, or manufacturer, within a specific price range, or containing specific attributes, such as the Color, Material, MWBE, SDVOB, etc. Click on the attribute to narrow your search results.

Click on **more...** to view all categories of attributes. Click on the category to view all options.

The **NYS Supplier Assignment** filter allows you to narrow your search results to Preferred Sources, MWBE and SDVOB.

## 2.6 Advanced Search

Advanced Search allows for a more specific product search. Clicking on Advanced Search will expand the search bar and allow you to use additional fields and controls, such as an exact phrase, excluding words, searching only specific suppliers, or Preferred Sources. Click the Search button located at the bottom right corner of the pane, and results will appear in the Search Manager.



This screenshot shows the top of the search interface. It includes a search input field with a clear button (X) on its right. To the right of the input field are three buttons: "Search" (green), "View All Catalogs" (green), and "Advanced Search" (white with a red border). On the far right, a status message reads "18 products in 39 ms found".

Search
View All Catalogs
[Close Advanced Search](#)
18 products in 39 ms found

**Advanced Search**

with all of the words
with the exact phrase
with at least one of the words
without the words
Fuzzy search
Preferred items

☐
☐

Product ID
Manufacturer
Manufacturer product no.
Customer product no.
Supplier

Add
Add

Clear all

Product Groups, Classifications and Attributes

Clear
Search

## 2.7 Product Details

From the **Search Manager**, hover over the thumbnail image or the product title. A message balloon will appear with additional details about the product.

Search
View All Catalogs
[Advanced Search](#)

**Supplier**

- [Edge Electronics, Inc. \(3\)](#)
- [FM Office Express Inc. \(2\)](#)
- [Minoritech, Inc. \(3\)](#)
- [more...](#)




**Manufacturer**


- [PYRAMEX \(10\)](#)
- [Pyramex \(4\)](#)
- [REESE \(5\)](#)

**Groups**

- Global Attribute Library

**Compare Products**

All	Preview	Item Description
<input type="checkbox"/>		<div>   </div> Rendezvous® Eye Protection <b>Product ID:</b> <a href="#">A1517-AMBR-000</a> <b>Manufacturer Name:</b> Pyramex <b>Manufacturer PN:</b> SB2830S

**A1517-AMBR-000**




Rendezvous® Eye Protection, Amber Lens  
**Manufacturer no.:** SB2830S  
**Manufacturer:** Pyramex  
**Price/PU:** 45.02 USD  
**Category:** Safety glasses

Pyramex™ Rendezvous® safety glasses are crafted from high grade polycarbonate and are scratch resistant. Lens offers protection from excessive glare and provides 99% protection from harmful UV-A and UV-B rays. Lens/frame design allows air to flow freely up and away from the lens to prevent fogging. The glasses have a black frame with temples that adjust to four different lengths and an adjustable nose pad. Meet MCEP GL-PD 10-12 Ballistic Standards, ANSI Z87.1 High Velocity Impact Standards, CE EN 166 Certified.

Additional product information is also available in the **Product Details** page for each item. Click either the thumbnail image or the product title to view the long description, additional images, the attribute icons, lead time, and other details.



Product information


Rendezvous® Eye Protection, Amber Lens

Pyramex™ Rendezvous® safety glasses are crafted from high grade polycarbonate and are scratch resistant. Lens offers protection from excessive glare and provides 99% protection from harmful UV-A and UV-B rays. Lens/frame design allows air to flow freely up and away from the lens to prevent fogging. The glasses have a black frame with temples that adjust to four different lengths and an adjustable nose pad. Meet MCEP GL-PD 10-12 Ballistic Standards, ANSI Z87.1 High Velocity Impact Standards, CE EN 166 Certified.

Product ID	A1517-AMBR-000
Supplier	NYSID
Manufacturer no.	SB28305
Manufacturer	Pyramex
Catalog ID	PrfSrc3
Contract IDs	PrfSrc3
UoM	dozen
Price/PU	45.02 USD
Lead time in days	4
Order Quantity	<input type="text" value="1.00"/> <input type="button" value="Add to cart"/>

Contract Details ▾

Product view



1

Attributes

List Price	45.02
Packaging Quantity	12
Type	Safety Glasses
NYS Supplier Assignment	Preferred Source
Color	Amber
Brand	Pyramex
SFS Item ID	E0002158

You can add the item to your cart from this page by adjusting the **Order Quantity**, if needed, and clicking the **Add to cart** button.

## 2.8 Comparing Products

The Compare Products feature allows users to analyze multiple products in one view. On the **Search Results** screen each item has a checkbox to the left of the thumbnail. Check two or more products and then click the **Compare Products** button.


Compare Products



All

Preview

Item Description

☒





Rendezvous® Eye Protection, Amber Lens


*NYSID*



Product ID: A1517-AMBR-000

Manufacturer Name: **Pyramex**

Manufacturer PN: **SB2830S**

☒





Rendezvous® Eye Protection, Blue Mirror Lens

*NYSID*

Product ID: A1517-BLMR-000





Manufacturer Name: **Pyramex**

Manufacturer PN: **SB2875S**

This will bring up a screen that shows you the details of the products side-by- side. To get an Excel file of the comparison, click on the **Get comparison in XLS format** button. To purchase from this screen, edit **Quantity** and click on the **Add to cart** button.

10

**Get comparison in XLS format**

2 Products in Comparison			
Product ID	A1517-AMBR-000	A1517-BLMR-000	
Item Description	 <b>PS</b> Rendezvous® Eye Protection, Amber Lens	 <b>PS</b> Rendezvous® Eye Protection, Blue Mirror Lens	
Long Description	<p>Pyramex™ Rendezvous® safety glasses are crafted from high grade polycarbonate and are scratch resistant. Lens offers protection from excessive glare and provides 99% protection from harmful UV-A and UV-B rays. Lens/frame design allows air to flow freely up and away from the lens to prevent fogging. The glasses have a black frame with temples that adjust to four different lengths and an adjustable nose pad. Meet MCEP GL-PD 10-12 Ballistic Standards, ANSI Z87.1 High Velocity Impact Standards, CE EN 166 Certified.</p>		
Manufacturer	Pyramex	Pyramex	
Manufacturer No.	SB28305	SB28755	
Price/PU	45.02 USD	46.64 USD	
UoM	dozen	dozen	
Lead time in days	4	4	
Image			
Supplier	NYSID	NYSID	
Order quantity	<input type="text" value="1.00"/> dozen <b>Add to cart</b>	<input type="text" value="1.00"/> dozen <b>Add to cart</b>	

Product Attributes	
Packaging Quantity	12
Type	Safety Glasses
NYS Supplier Assignment	Preferred Source
Color	Amber
Brand	Pyramex

## 2.9 Adding Items to the Cart

Adding an item to your cart can be done from the **Search Results** screen, the **Product Details** screen, or the **Compare Products** screen. Adjust the **Quantity** and click **Add to cart**.

To add more than one item to the cart at once from the **Search Results** screen, select the items using the checkboxes to the left of the items, adjust the **Quantity**, and click **Add to cart**.

### 2.9.1 Form Items

Some items have a gears icon or a **Fill in form** button instead of the **Add to cart** button. These represent a different process for adding an item to your cart.

A **Fill in form** button or a gears icon indicates that you must select options or make customizations to the product before adding it to your cart. These selections may relate to shipping, zoned pricing, product customization such as size or color, or quantity discounts.

Clicking on the gears icon or **Fill in form** button page will display the **Product Details** page where these selections can be made. For example, first click on the tab for your zone, then click on the **Fill in form** button for the quantity tier you are purchasing.

The crossed-out shopping cart icon is another indicator that selections must be made.

8 1/2 x 14 Recycled White Bond - Multipurpose Office Paper - Sub. 20 - 100% Post Consumer Fiber Product ID: 102 Supplier: W.B. Mason Company Manufacturer: American Eagle Catalog ID: PC67805 Contract IDs: PC67805 UoM: carton Price/PU: 0.00 USD Order Quantity: <input type="text" value="1.00"/>		Packaging Quantity: 5000 Packaging UoM: ST Color: White NYS Award No.: 23078-GR-RS NYS Group No.: 50211 Quality: High Grade SFS Item ID: E0002001
--	--	---

[Contract Details](#)

Related Products

**Zone 1 Western NY** | Zone 2 Central NY | Zone 3 Northeast | Zone 4 Downstate NY City Metro

Preview	Manufacturer Man. prod. no.	Product ID Item Description	Order quantity UoM	Unit Price	
	American Eagle	<u>102WEST1</u> 8 1/2 x 14 Recycled White Bond - Multipurpose Office Paper - Sub. 20 - 100% Post Consumer Fiber 10 to 39 CT	<input type="text" value="10.00"/> carton	41.42 USD	<a href="#">Fill in form</a>
	American Eagle	<u>102WEST2</u> 8 1/2 x 14 Recycled White Bond - Multipurpose Office Paper - Sub. 20 - 100% Post Consumer Fiber 40 to 199 CT	<input type="text" value="40.00"/> carton	40.31 USD	<a href="#">Fill in form</a>

Adjust the quantity if needed. Select additional attributes, such as delivery method. Choices in color or material will also be made on this page. Then click **Add to cart**.

Product information 8 1/2 x 14 Recycled White Bond - Multipurpose Office Paper - Sub. 20 - 100% Post Consumer Fiber 40 to 199 CT Item 1 - Mason Flagship Recycled 100% - Processed Chlorine Free - Certified by Forest Stewardship Council (FSC) and Sustainable Forestry Initiative (SFI) Product ID: 102WEST2 Supplier: W.B. Mason Company Manufacturer: American Eagle Catalog ID: PC67805 Contract IDs: PC67805 UoM: carton Price/PU: 40.31 USD Lead time in days: 30 Order Quantity: <input type="text" value="40.00"/> <a href="#">Add to cart</a>	Attributes Packaging Quantity: 5000 Packaging UoM: ST Delivery Choice * <input type="radio"/> Dock Delivery - \$0.25 Discount per Carton <input type="radio"/> Sidewalk Delivery - \$0.25 Discount per Carton <input type="radio"/> Standard Delivery - No Discount Color: White NYS Award No.: 23078-GR-RS NYS Group No.: 50211 Quality: High Grade SFS Item ID: E0002001 * Required field
---	---

[Contract Details](#)

[Preview](#)

## 2.9.2 Punchout Items

The globe icon represents **Punchout Items**.



**Punchout Items** have the product details stored on a supplier's NYS-dedicated website. The search results appear in **Search Manager**. Click on the globe icon to be redirected to the supplier's website where you can view product details and add the items to your cart. Submit your cart on the supplier's website, and you will be redirected back to the eMarketplace. The items added from the supplier's website will be in your eMarketplace **Cart**.

## 2.9.3 Punchout Suppliers

Some eMarketplace suppliers do not have any product information stored within the eMarketplace. From the list of **Featured Groups**, click on the contract award description. For punchout suppliers, the **Search Results** will display one line for all contract items. View and add items to your **Cart** from these suppliers by clicking in the globe icon to be redirected to the supplier's website.



Submit your cart on the supplier's website, and your eMarketplace **Cart** will automatically update.

## 2.10 Cart

To review your **Cart**, click on the **Cart** link on the top right.







To update an item's quantity, edit the **Quantity** and click the **Update** (blue arrows) icon. You can also remove any items from your cart by clicking the **Delete** (trash bin) icon at the end of the product line or by checking the checkboxes next to multiple items and clicking on the **Delete Selected** button.

[Back to search result](#)

Save as Shopping List

Delete Selected

Submit

All	Manufacturer Manufact. prod. no.	Supplier	Item Description Product No.	Quantity	Unit Price	Total price	
<input type="checkbox"/>	Pyramex SB28305	ny1007_nyspro NYSID	<a href="#">Rendezvous® Eye Protection, Amber Lens A1517-AMBR-000</a>	6.00 dozen	45.02 USD	270.12 USD	
<input type="checkbox"/>	Pyramex SB28755	ny1007_nyspro NYSID	<a href="#">Rendezvous® Eye Protection, Blue Mirror Lens A1517-BLUR-000</a>	6.00 dozen	46.64 USD	279.84 USD	
						Total price: 549.96 USD	

Save as Shopping List

Delete Selected

Submit

Quantities cannot be edited once you have submitted your **Cart**, which creates the line on your requisition in SFS.

## 2.11 Quick Entry


If you already know the supplier and product ID for the item you want to order, click on the **Quick Entry** button.

### Search Catalogs



To select the supplier, click on the binocular icon, then click on the supplier name. Enter the **Product ID** and **Quantity**. Then click **Add to Cart**.





Office of General Services

eMarketplace

Search



Cart

Quick Entry

Shopping Lists

Please select a supplier

cor900\_nyspro

Please enter your products with ProductID and quantity

Product ID	Quantity
U01-GRCD004	5

Add to Cart

### 3. Reviewing the Requisition in SFS

When you submit your cart, you will be returned to Requisition Defaults. To review your lines, you will click “Done” located in the right-hand corner.

Requisition Defaults






Cancel

Done

Header Defaults

Business Unit OGS01  
Requester wh1et1  
WHITE, TRICIA A  
Priority Medium  
Currency USD

Requisition Name eMP -  
Autobuild RFQ Contract Process No  
Requisition Type  
SetID SHARE  
PSP Method  
Routing ID

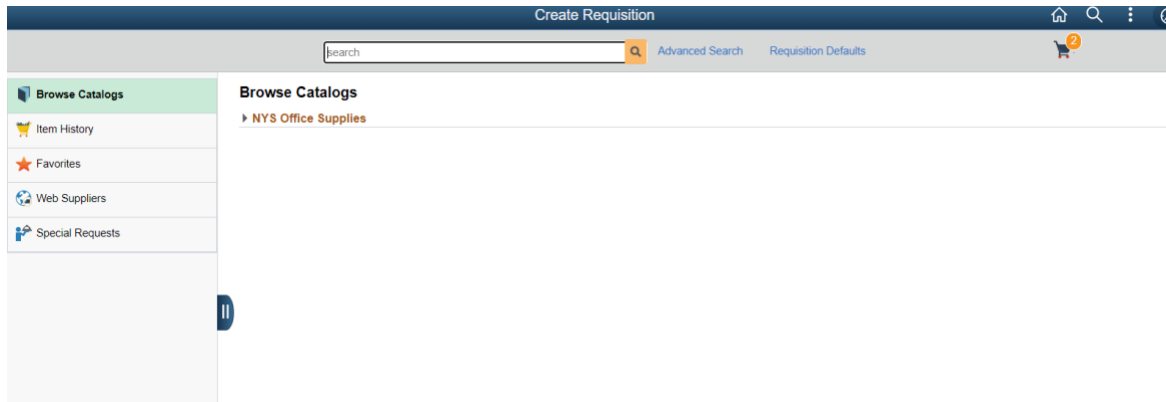
Agency Contract Details

Line Defaults

Shipping Defaults

Distribution Defaults

After you click “DONE” – you will be returned to Browse Catalogs; click on the cart in the right hand corner



The items in your shopping cart will be available to review. You will have the option to Continue Shopping, Update cart, Checkout or delete. \*\*Please note you cannot update the lines here.

Create Requisition

Continue Shopping Update Cart Checkout

**Shopping Cart**  
2 item(s) to buy now.

▼ Requisition Summary

Business Unit OGS01  
Requisition Name eMP -  
Requester whitet1  
Currency USD

Item Description	Price	Quantity	Unit of Measure	
Rendezvous® Eye Protection, Amber Lens	45.02 USD	6.0000	DZN	Delete
Rendezvous® Eye Protection, Blue Mirror Lens	46.64 USD	6.0000	DZN	Delete

Total 549.96 USD

When you have completed your shopping, you will click “Check out” and will be returned to your Requisition.

Create Requisition

Continue Shopping

Save

Submit

Checkout

Order Total 549.96 USD

Business Unit OGS01

Requisition Name eMP

Priority Medium

PSP Method

Header Comments/Attachments

Requester sublet1

Currency USD

Requisition Type

Routing ID

Autobuild RFQ Contract Process No

Agency Contract Details

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Line	Item Description	Quantity	Unit of Measure	Price	Total	
1	Rendezvous® Eye Protection, Amber Lens	6.0000	dozen	45.02 USD	270.12 USD	
2	Rendezvous® Eye Protection, Blue Mirror Lens	6.0000	dozen	46.64 USD	279.84 USD	

Justification Comments

When you “Check Out”, requisition lines are automatically populated with the product and supplier information. Account codes may be changed. Do not change the Category Code or Item ID, or the requisition will fail.

Lines created from the eMarketplace cannot be edited in SFS. This includes the Category Code. The line is hard coded to disable editing.

To increase the quantity on a line, click **Continue Shopping** to return to Browse Catalogs where you can select Web Suppliers (NYS eMarketplace) to shop on the eMarketplace. Search for the same item, add the item to your cart, edit the quantity, and re-submit the cart. This will redirect to your requisition in SFS. The original quantity on the line will be updated to reflect your change.

To add additional lines to the requisition using the eMarketplace, click the **Continue Shopping** button. This will take you back to Browse Catalogs where you can select Web Suppliers (NYS eMarketplace) to continue to shop for more products. Your cart will be empty as the previous items were already added to the requisition.

SFS users will follow the normal process for submitting the requisition for approval in SFS. The requisition will proceed through requisition workflow. Upon approval, the requisition will be auto-sourced to a Purchase Order and electronically dispatched to the supplier.

Create Requisition

Continue Shopping

Save

Submit

Checkout

Order Total 1349.04 USD

Business Unit OGS01

Requisition Name eMP -

Priority Medium

PSP Method

Header Comments/Attachments

Requester whitet1

Currency USD

Requisition Type General Purchase

Routing ID

Autobuild RFQ Contract Process No

Agency Contract Details

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

2 rows

Line	Item Description	Quantity	Unit of Measure	Price	Total	
1	SAFESKIN PURPLE NITRILE "PF" GLOVES-MEDIUM-10BX/100EA	6.0000	Case	71.24 USD	427.44 USD	<div></div> <div></div> <div></div>
2	N95 PARTICULATE RESPIRATOR, REGULAR SIZE - 240 PER CASE	6.0000	Case	153.60 USD	921.60 USD	<div></div> <div></div> <div></div>

## 4. Who to Contact for Assistance

If you have any issues using the eMarketplace, or if you have questions that are not answered in this guide, please contact OGS Procurement Services eProcurement Team at [eMarketplace@ogs.ny.gov](mailto:eMarketplace@ogs.ny.gov).

For issues or questions regarding the contracts or suppliers, please contact the OGS Contract Manager assigned to the contract. The contract number is available on the **Product Details** page for all products in the eMarketplace. The Contract Manager is listed on the award page for each contract on the [OGS website](#).

For issues or questions regarding SFS, please contact the SFS Help Desk at [help@sfs.ny.gov](mailto:help@sfs.ny.gov).